

2006 Montana Governor's Conference on Tourism & Recreation

April 10-11, 2006

Best Western Heritage Inn • Great Falls, Montana

EXHIBITOR INVITATION

The State of Montana would like to invite your organization to exhibit at its annual **Governor's Conference on Tourism and Recreation, April 10-11, 2006**. This conference offers excellent educational sessions and an opportunity to network with others in the tourism business. For additional information, check the conference website at www.travelmontana.mt.gov/conference.

Costs and Services

The charge for each displaying company is **\$350**. Each booth space is 8 feet wide by 4 feet deep and includes draped backwalls, sidewalls, table, one chair and electricity (if required), and includes conference registration fee for one organization/business representative. The registration fee for each additional representative is \$120. **Exhibit security is the sole responsibility of the exhibitor.**

Special Features for Exhibitors

Group breaks on Monday, April 10th and Tuesday, April 11th, a no-host reception in the exhibit hall Monday evening, a showcase luncheon on Tuesday afternoon, and a Tuesday evening banquet dinner. Our Travel Montana Administrator, Betsy Baumgart, will include in her remarks encouragement for attendees to visit the exhibits throughout the conference. Each exhibitor will receive a listing in the official conference program. Tuesday's luncheon will provide a venue for exhibitors' door prizes to be awarded to conference attendees.

Exhibitor Door Prizes

Each company or organization exhibiting at the Governor's Conference on Tourism and Recreation will be allowed to give away a door prize (**limit 1 item**). The door prize and name of the winner should be provided to Katy Peterson no later than 10:00 a.m. Tuesday. Door prizes will be awarded during Tuesday's luncheon.

Attendance

Hotel/motel businesses, magazine representatives, bed and breakfast owners, ranch/resort owners, outfitters and guides, chamber of commerce representatives, federal and state land management agencies and others involved in the hospitality and tourism business in Montana attend the Governor's Conference on Tourism and Recreation.

Lodging

Best Western Heritage Inn, (800-548-8256 or 406-761-1900) is the conference headquarters and offers a special conference rate of \$75 plus 7% accommodations tax (single/double occupancy). To receive the special conference room rate, be sure to mention the Governor's Conference **Exhibitors' Room Block** (or Group # 104344) when making reservations. The room block will be held until March 27, 2006. If you are interested in other lodging options at the conference rate, please visit the conference website at www.travelmontana.mt.gov/conference/otherinfo.shtm.

*This year, an **Exhibitors' Room Block** is located directly around the exhibit areas. You may request that your exhibit booth be located immediately outside your room. When making your room reservation with the Heritage Inn, request your assigned room number. Then call RMS Management Services (406-443-1160) and provide your room number to receive the nearest booth space.*

Cancellation Policies

Cancellations received by **March 27th** entitle the registrant to a refund of ½ of their registration fee. **No refunds will be made after March 27th.** All cancellation requests must be made in writing to RMS Management Services, 36 South Last Chance Gulch, Suite A, Helena, Montana 59601.

Exhibit Space Reservation

Upon receipt of your Exhibit Space Application by conference management, you will receive a letter of confirmation. A service kit will be sent to you from K&J Convention Decorators. To reserve space, complete and mail the enclosed space application. For additional information or immediate booth reservation, contact the conference meeting planner **RMS Management Services, 36 South Last Chance Gulch, Suite A, Helena, Montana 59601, 406-443-1160, fax 406-443-4614, or e-mail skopec@rmsmanagement.com.**

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Tentative Schedule

Sunday, April 9

1:00 - 7:00 pm	Exhibitor Registration
1:00 - 7:00 pm	Exhibitor Set-up
4:00 - 7:00 pm	Attendee Registration

Monday, April 10

7:00 am	Registration
7:00 - 8:30 am	Exhibitor Set-ups (continued)
8:30 - 9:50 am	Education
9:50 - 10:35 am	Break in Exhibit Areas
10:35 - 11:50 am	Education
11:55 - 1:30 pm	Lunch
1:30 - 2:45 pm	Education
2:45 - 3:30 pm	Break in Exhibit Areas
3:30 - 4:45 pm	Education
4:45 - 6:00 pm	No Host Reception in Exhibit Areas
6:00 pm	Free Night in Great Falls

Tuesday, April 11

8:30 - 9:50 am	Education
9:50 - 10:35 am	Break in Exhibit Areas
10:35 - 11:50 am	Education
11:55 am - 1:30 pm	Lunch – Exhibitor Giveaway
1:30 - 3:00 pm	Exhibitor Break-down
1:30 - 5:00 pm	Field Trips
5:00 - 6:00 pm	Free Time
6:00 - 7:00 pm	No Host Reception
7:00 - 9:30 pm	Banquet
9:30 - 10:00 pm	Entertainment